



GCU Study Abroad and Grade Conversion Policy

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Introduction

The University recognises that students may have the opportunity to engage in both formal and informal student mobility experiences during their period of study. Whilst informal student mobility may provide the opportunity to engage in particular interests, social and/or extracurricular activities, this policy is intended to ensure that formal, credit-bearing periods of student mobility can be given full academic recognition.

This policy therefore sets out the procedures relating to the acquisition and conversion of credits and grades achieved by GCU students, undertaking agreed periods of study abroad.

For the purposes of this policy, study abroad will be referred to as, 'Mobility' and defined as;

'a pre-agreed period of learning at a recognised Higher Education institution outside the United Kingdom, where the learning outcomes can be considered and counted as an integral part of the student's programme of study at GCU.'

A common grade conversion scheme will be applied across all academic Schools at GCU, to ensure consistency when converting grades and marks into a percentage point. All Schools will convene a Pre-PAB Outward Exchange meeting to receive return marks, undertake conversion to a percentage mark (where required) and transmit the mark recommendation to the student's host Progression and Award Board (PAB). Annual monitoring will be undertaken, to ensure the on-going viability of exchange partnerships for each School.

Unless otherwise indicated by programme specific regulations, mobility marks achieved during a student's third year of study on a full time GCU programme can contribute towards Merit/Distinction eligibility at SCQF Level 9 and final Honours degree classification at SCQF Level 10.¹

This policy should be read in conjunction with any discipline specific requirements which may exceed the minimum criteria outlined here, captured within appropriate School exchange/mobility Handbooks.

1. Study Abroad (Undergraduate Degree students)

All students will be required to complete a learning agreement, as part of the Pre-Exchange preparation process, prior to undertaking a period of mobility. The University's Directorate of Marketing Recruitment and Admissions/Exchange & Study Abroad has responsibility for all partnership agreements and will liaise with students embarking on periods of international mobility, providing pre-departure information relevant to the Learning Agreement. Pre-departure information will be made available to students, to include the following:

¹ Section 19 of the Undergraduate Assessment Regulations applies.

- Agreed designated contact details, for both the receiving institution and GCU.
- The anticipated structure/content of the mobility period, as identified by the student's host Department at GCU.
- The agreed grade conversion scheme, applicable to all returning grades/marks.
- An overview of the dedicated GCU Learn support information, including a student handbook, populated with Academic Matters, to provide students with appropriate information and guidance, prior to undertaking a period of study abroad.

Normally, students will undertake a period of mobility during their third year of undergraduate study. Notwithstanding any additional, discipline specific requirements, students must have successfully completed the year of academic study immediately preceding the year in which the mobility period occurs (i.e. be in a position where no failed elements of assessment are being carried into a period of mobility).

2. Credits, Modules and Levels

Students embarking on a period of mobility must complete a credit load which is of equivalent value to spending the same period of time at GCU. For example, a trimester at GCU will normally consist of a module load totalling 60 SCQF credits; an ECTS equivalent load would equate to 30 ECTS.

It is acknowledged that the receiving institution may make late changes to module/academic unit availability, which may result in a change to the student's anticipated programme of study during the mobility period. Where any change is made by the receiving institution, students must advise the University immediately and, with the agreement of the Head of Department, will be permitted to continue.

Students undertaking a period of mobility during their third year of study at GCU will be primarily studying at SCQF Level 9; the corresponding period of study at the receiving institution should provide a similar level of academic rigour.

It is acknowledged that study overseas may result in the student undertaking modules of differing size to the standard size at GCU. Where this is the case, module marks will be aggregated and recorded against GCU exchange modules, as outlined in Section 3.2

Where a student returns with less than 60 SCQF equivalent credits for a Trimester's study, the host PAB will have discretion to;

- a. Provide the opportunity to take an alternative GCU assessment to gain the required credit (i.e. a 10/20 SCQF credit module)
- b. Where the student is less than 10 SCQF credits short of completion of the academic year, undertake a VIVA Assessment, with External Examiner input, to seek reassurance of the student's competency to continue to the next level of the programme.

3. Pre-PAB Outward Exchange Meeting

Each School will convene a Pre-PAB Outward Exchange meeting, to review and confirm converted GCU grades, prior to main PABs. Official transcripts should be submitted either directly by the partner institution to Exchange and Study Abroad Office or by the student, to the Administrative Assistant (TNE Bespoke), using the dedicated School Exchange email address.

On receipt of official transcript results, it is anticipated that Pre-PAB Outward Exchange Meetings will be scheduled as follows:

- Early May – to consider any student marks from Trimester A exchange activity. Grades converted at this meeting should be presented at Tri B (June) pre-PAB and PAB.
- Mid-August – to consider student marks from full academic year exchange (Tri A & B) or Trimester B only. Grades converted at this meeting should be presented at Tri C (Sept) pre-AB and PAB.
- Late September - there may be a need for an extraordinary meeting to consider resit and/or late marks received from partner institutions. Grades converted at this meeting would need to be formally confirmed via PAB Chair's Action.

3.1 Composition of Pre-PAB Outward Exchange Meeting

The Composition of the Pre-PAB Outward Exchange meeting is as follows:

- Associate Dean (International) – Chair
- Academic Exchange Co-ordinators and/or School International Leads
- SPS Adviser & Team Leader, TNE Bespoke Team
- SPS Administrative Assistant, TNE Bespoke Team – Clerk.

3.2 Conversion and Recording of Grades and Marks

Pre-PAB meetings will convert grades/numerical marks to a percentage point, using the grade conversion tables outlined in Appendix 1. Where a received grade/mark is not specified on GCU's grade conversion scheme, the mark will be rounded up to the next available mark on the approved conversion scheme where it is $\geq xx.5$ or rounded down, where it is $< xx.5$ of the nearest equivalent.

In the normal course of events, students will undertake an equivalent of 60 SCQF credits per trimester. Each academic School will utilise dedicated exchange modules, at 20 and 60 SCQF credit size to record student performance. In most cases, students will be attached to 3 x 20 SCQF credit modules per trimester or 1 x 60 SCQF credit module, if only undertaking one module at the receiving institution.

Conversion spreadsheets, pre-populated with an algorithm to convert overseas

grades and credit to a percentage point and an SCQF credit equivalent, will be used for all countries listed in Appendix 1.

After conversion, the Pre-PAB will transmit mobility marks/grades to corresponding PABs, for consideration as part of each student's overall performance.

4. Re-sit Assessment

Where the student has marginally failed a module/academic unit undertaken during the period of mobility, the PAB will review the student's overall performance for the academic year, to determine the student's eligibility for Compensation, in line with the University's Assessment Regulations.

Where a student has failed a module/academic unit undertaken during the period of mobility and is not eligible for compensation, the student should undertake any re-sit opportunity provided by the partner institution, following that institution's regulatory procedures. If there is no opportunity to re-sit at the partner institution, an alternative piece of assessment will be set at GCU, with the PAB determining the form of assessment to be undertaken by the student.

5. Academic Appeal, Complaint and Student Discipline

GCU students will be subject to the code of student conduct (or equivalent) and the academic regulations of the receiving institution, for the duration of their mobility period. Should a case of severe misconduct be reported to GCU by the receiving institution, the University reserves the right to investigate the matter further using GCU's own policies and procedures.

GCU will accept return marks from overseas institutions and these will be converted using the agreed grade conversion schemes. Where a student is dissatisfied with the mark/grade awarded by the receiving institution, it will be a matter for the student to raise any academic appeal/complaint with the receiving institution, in accordance with that institution's policy and process.

6. Student Support

In advance of each session and Trimester, the University's Exchange and Study Abroad Team will run a mandatory attendance pre-departure briefing for all students who have selected to undertake a Trimester or full academic year of exchange abroad. Schools are also encouraged to run similar pre-departure sessions with their students. The University briefing covers:

- The roles and responsibilities of each stakeholder in the exchange – particularly the student, the host university and GCU – and how these relate to and differentiate from each other.

- The various paperwork required before, during and after the exchange including the Data Forms, Learning Agreement, Erasmus Grant Agreement, Arrival/Departure form.
- The cover provided by the GCU travel insurance policy, conditions of the cover and key contacts.

Copies of all required paperwork to allow the exchange to take place will also be emailed to relevant students along with explanations of each, and deadlines for submission. Templates of the paperwork will also be attached to the GCU Learn Exchange and Study Abroad Community, which is to be kept up to date with FAQ's and contact info for the Exchange Team and Academic Exchange Coordinators.

7. Post Mobility Review

On an annual basis, academic Schools will undertake an exchange partner review as follows:

- a) Monitor student feedback, identifying areas of good practice and any areas of concern, arising from periods of international mobility.
- b) Liaise with the receiving institution(s) to remain fully abreast of any changes to curriculum/delivery/assessment, in advance of future student engagement.

Each School will produce a report, outlining areas of good practice and any areas of concern arising from student mobility. This will be submitted to the Exchange and Study Abroad Office, to allow for a composite report to be produced for discussion by the University's International Committee.

Grade Conversion Tables

The conversion tables below are applicable to all outward Exchange or Study Abroad placements, regardless of discipline, taken by a Glasgow Caledonian University student and the country list has been compiled in relation to the university's main partnerships.

The tables follow a standard format, displaying the country grading scale and the GCU conversion grade that will be applied for that country unless otherwise stated. Marks will be converted in accordance with the published conversion scales. The only deviation from the conversion tables below that will be applied is for any approved GCU programme to partner specific programme mark conversion agreement, which should be noted under each country.

Where a conversion is required using a mark not specified in the country grading scale, the default conversion will be to round up to the next mark on the scale if 0.5 or higher or to round down if less than 0.5.

Any grade received from a partner University that indicates non-submission or non-engagement on a module will be given a converted GCU grade of 0%.

Europe

Austria

Austria	GCU Grade
1	85%
2	65%
3	55%
4	45%
5	33%

Belgium

Belgium	GCU Grade
20	95%
19	90%
18	85%
17	80%
16	75%
15	70%
14	65%
13	62%
12	58%

11	55%
10	45%
9	37%
8	35%
7	32%
6	30%
5	26%
4	22%
3	17%
2	12%
1	0%

Croatia

Croatia	GCU Grade
5	80%
4	65%
3	55%
2	45%
1	33%
0	0%

Denmark

Denmark	GCU Grade
12	85%
10	70%
7	60%
4	55%
2	45%
0	33%
-3	12%

Finland

Finland	GCU Grade
5	85%
4	70%
3	60%
2	55%
1	45%
0	33%

France

France	GCU Grade
20	95%
19	90%
18	85%
17	80%
16	75%
15	70%
14	65%
13	60%
12	55%
11	50%
10	46%
9	44%
8	41%
7	38%
6	35%
5	30%
4	25%
3	20%
2	15%
1	10%
0	0%

Germany

Germany	GCU Grade
1.0	90%
1.3	80%
1.7	70%
2.0	67%
2.3	63%
2.7	60%
3.0	57%
3.3	53%
3.7	50%
4.0	45%
4.3	41%
4.5	38%
4.7	35%
5.0	30%
5.3	15%
6.0	0%

Greece

Greece	GCU Grade
10	85%
9	80%
8	75%
7	65%
6	58%
5	45%
4	40%
3	33%
2	29%
1	19%

Italy

Italy	GCU Grade
30 e	95%
30	85%
29	80%
28	75%
27	70%
26	65%
25	63%
24	60%
23	57%
22	54%
21	52%
20	48%
19	45%
18	41%
17	38%
16	33%
15	31%
14	29%
13	27%
12	25%
11	23%
10	21%
9	19%
8	17%
7	15%

6	13%
5	11%
4	9%
3	7%
2	5%
1	3%
0	0%

Netherlands

Netherlands	GCU Grade
10	90%
9.5	85%
9	80%
8.5	75%
8	70%
7.5	65%
7	60%
6.5	55%
6	50%
5.5	45%
5	40%
4	33%
3	20%
2	10%
1	5%
0	0%

Norway

Norway	GCU Grade
A	80%
B	67%
C	61%
D	55%
E	45%
F	21%

Poland

Poland	GCU Grade
5.0	85%
4.5	70%
4.0	65%
3.5	55%
3.0	45%
2.0	33%

Portugal

Portugal	GCU Grade
19.0	90%
18.0	80%
17.0	72%
16.0	67%
15.0	63%
14.0	60%
13.0	55%
12.0	52%
11.0	47%
10.0	42%
9.0	37%
8.0	24%
7.0	21%
6.0	19%
5.0	16%
4.0	13%
3.0	10%
2.0	7%
1.0	4%
0	0%

Romania

Romania	GCU Grade
10 Excellent	80%
9 Very Good	67%
8 Good	60%

7 Good	57%
6 Satisfactory	55%
5 Sufficient	45%
4 Failed	33%
3 Failed	20%
2 Failed	10%
1 Failed	0%

Spain

Spain	GCU Grade
10	95%
9	85%
8	75%
7	65%
6	55%
5	45%
4	40%
3	33%
2	15%
1	0%

Sweden

Sweden	GCU Grade
A	85%
B	67%
C	60%
D	55%
E	45%
FX	37%
F	20%

Switzerland

Switzerland	GCU Grade
6	90%
5.5	75%
5	67%
4.5	60%

4	50%
3.5	45%
3	38%
2.5	33%
2	25%
1.5	20%
1	10%
0.5	5%
0	0%

International

Australia

Australia	GCU Grade
7 High Distinction	85%
6 Distinction	70%
5 Credit	60%
4 Pass	50%
3 Pass (Condoned)	40%
2 Fail	33%
1 Fail	20%

Australia	GCU Grade
85%-100%	90%
80%-84%	75%
75%-79%	67%
70%-74%	62%
65%-69%	57%
60%-64%	52%
55%-59%	48%
50%-54%	45%
47%-49%	41%
35%-46%	33%
25%-34%	23%
0%-24%	0%

Please reference specific mark calibration agreement for GCU Podiatry exchange in La Trobe, Melbourne

Canada

Canada	GCU Grade
A+ (90-100)	90%
A (85-89)	80%
A- (80-84)	70%
B+ (77-79)	67%
B (73-76)	63%
B- (70-72)	60%
C+ (67-69)	57%
C (63-66)	53%
C- (60-62)	50%
D+ (57-59)	47%
D (53-56)	43%
D- (50-52)	40%
E (45-49)	37%
F (0-44)	33%

Chile

Chile	GCU Grade
6.5-7.0	85%
6.0-6.49	75%
5.5-5.99	66%
5.0-5.49	60%
4.5-4.99	50%
4.0-4.49	45%
3.0 - 3.99	33%
2.0 - 2.99	15%
1.0-1.99	0%

Hong Kong

Hong Kong	GCU Grade
A+	90%
A	80%
A-	75%
B+	67%
B	63%
B-	60%
C+	55%
C	50%
C-	45%
D	40%
F	17%

Malaysia

Malaysia	GCU Grade
86%-100%	95%
75%-85%	80%
70%-74%	70%
67%-69%	67%
64%-66%	65%
60%-63%	60%
57%-59%	57%
54%-56%	55%
50%-53%	50%
47%-49%	47%
44%-46%	45%
40%-43%	40%
30%-39%	37%
20%-29%	33%
10%-19%	15%
0%-9%	0%

USA

For institutions using A+ grades

USA	GCU Grade
A+	85%
A	80%
A-	70%
B+	65%
B	60%
B-	57%
C+	53%
C	50%
C-	49%
D+	45%
D	43%
D-	40%
F	33%

USA - for institutions using A grades (no A+)

USA	GCU Grade
A	80%
A-	70%
B+	66%

B	62%
B-	57%
C+	54%
C	50%
C-	49%
D	44%
D-	41%
F	33%

USA – GPA mapped to A+ and A Grades¹

GPA	A+ Equivalent
4.0	A+
4.0	A
3.67 – 3.9	A-
3.33 – 3.66	B+
3.0 – 3.32	B
2.67 – 2.99	B-
2.33 – 2.66	C+
2.0 – 2.32	C
1.67 – 1.99	C-
1.33 – 1.66	D+
1.0 – 1.32	D
0.67 – 0.99	D-
0 – 0.67	F